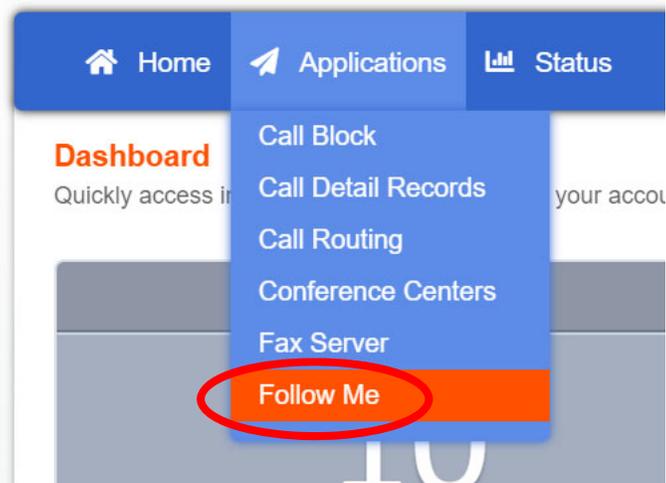


Procedure

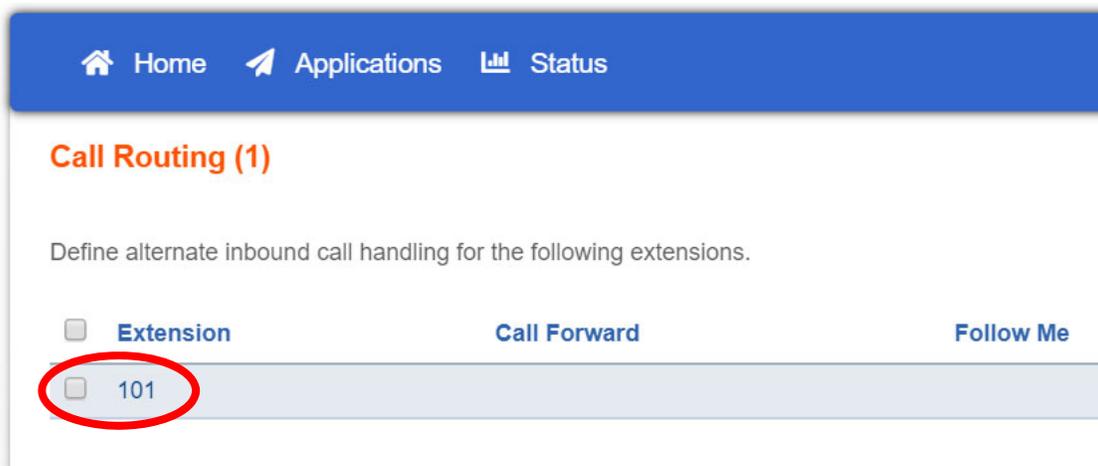
1.0 Log into your Voice Portal.

- 1.1 Open a web browser (such as Google Chrome) and browse to <https://voice.nwkts.com/>
- 1.2 Login using your Voice Portal username (usually your company email address) and password.
 - 1.2.A. If you've forgotten your password, please call Diggio at **(512)402-3838** to reset it.

2.0 Navigate to Applications -> Follow Me



3.0 Click on your phone's extension number.



4.0 Scroll down to the "Follow Me" section and click "Enabled."



5.0 In the "Destination" column, enter your extension number in the first row and your cell phone number in the second row. **ON THE PROMPT DROPDOWN MENU, SELECT "Confirm" NEXT TO YOUR CELL #.**

- 5.1 Destination: the extensions (or phone numbers) that ring when your desk phone is called.
- 5.2 Delay: How long to wait before ringing. Ex) If you want your desk phone to ring for 10 seconds, then start ringing your cell phone if you don't pick up, you'll enter a Delay of "10" next to your cell phone.
- 5.3 Timeout: How long you want the phone to ring before the phone system gives up.
- 5.4 Prompt: Selecting "Confirm" tells the phone system that this is an external line. IF YOU DON'T SELECT CONFIRM ON EXTERNAL NUMBERS, THE SYSTEM WILL SEND EVERY MAIN LINE CALL TO THAT NUMBER.

Destinations	Destination	Delay	Timeout	Prompt
	101	0 ▼	30 ▼	▼
	15124023838	0 ▼	30 ▼	Confirm ▼
		0 ▼	30 ▼	▼
		0 ▼	30 ▼	▼
		0 ▼	30 ▼	▼

6.0 Click "Save" (top right-hand corner of screen).

